



**AMERICAN EMBASSY  
MANILA**

# **VACANCY ANNOUNCEMENT**

## **ANNOUNCEMENT NUMBER: 2007-042**

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Assistant, LES-6; FP-8(Potential LES-7;FP-7)  
(2 Positions)  
**Previous Applicants Need Not Apply**  
This position is budgeted for the Local  
Compensation Plan

**OPENING DATE:** April 20, 2007

**CLOSING DATE:** May 04, 2007

**WORK HOURS:** Full-time

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Manila is seeking for two individuals for the position of Visa Assistant (Correspondence Associates) in the Consular Section/Immigrant Visa Unit (CON/IV), Chancery Annex Building.

### **BASIC FUNCTION OF POSITION**

Evaluates incoming query; drafts replies; verifies given information; and confers with processing team to develop response for complex cases. Researches, compiles and organizes material relevant to the case. Prepares accurate and timely replies to inquiries from U.S. Congressional Staff, VIPs, State Department, and Philippine Government officials, other U.S. government agencies, the public and interested parties. Drafts routine memos required to process immigrant visa cases. Processes visa petitions for return to DHS and updates electronic filed accordingly.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address such selection criterion detailed below with specific and comprehensive information

**supporting each item.**

1. Must have a college degree.
2. Must have at least two years responsible work experience in a position requiring strong writing, research skills, strict adherence to rules and regulations and report preparation.
3. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.
4. Must possess excellent interpersonal skills. Must have demonstrated the ability to sort, digest, and evaluate the informations and to draft an appropriate reply in a timely manner. Must have sufficient computer skills to operate Windows-based programs. Must have demonstrated ability to effectively accomplish tasks requiring a high degree of accuracy and attention-to-detail.
5. Must have demonstrated the ability to work quickly and accurately under continuing pressure and extended hours. Must have demonstrated the ability to set priorities and make mature, considered judgments.

#### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612) <http://manilasntsg/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy  
1201 Roxas Boulevard, Manila 1000

E-mail: [mnlper@state.gov](mailto:mnlper@state.gov) (please send as an MS Word attachment)

Fax: 522-4361 attention to HR Office.

Drop-Off: Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main Gate, attention: HR Office. Specify in your application the position for which you are applying.

For further information regarding the above position, please call 528-6300 x5169 or visit our website at

<http://philippines.usembassy.gov>.

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US citizen;

-- Spouse or dependent who is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: May 04, 2007**

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.